1. Call to Order
   Meeting called to order at 7:41 p.m.

2. Welcome and Introductions
   Committee welcomed guest Rachel Branaman to the meeting. Ms. Branaman is a resident of Ward 6, and has expressed interest in joining the committee.

3. Adoption of Minutes – March 23, 2017
   Minutes from the March 23rd meeting were reviewed and approved.

4. Group Agreements
   Nadine led a discussion on Group Agreements. The purpose of the Group Agreements is to guide discussion and to help mediate conflict, should conflict arise. The group agreed to include the following:
   1. Respect and listen to each other: one person, one mike; be on time.
   3. Participate, Show Up, Contribute
   4. Assume positive intent; attend to impact
   5. Use a collaborative decision making process

5. FY18 Community Grants Cycle
   a) Quick Review of FY18 Community Grants Proposed Schedule – any updates/changes?
• Erin noted the following updates to the schedule: rescheduling the present meeting, from Thursday, May 4th to Tuesday, May 9th; noting the exact dates for the first and second reading ordinances for the FY18 Budget (May 10 and 17).
• The total budget for the FY18 Community Grants is expected to be confirmed on May 17, which is when the FY18 Budget will be approved. $75,000 is included in the budget for the FY18 Community Grants Program.

b) Review Submissions of Application and
c) Develop Questions for Applicants
• Erin confirmed that the City’s Small Grants Program, which is managed by the Takoma Foundation, is $20,000.
• CHEER elected not to submit an application, as they did not feel the Arts and STEM requirement fit their mission. There was confusion about the inclusion of “innovative economic development” language in the Program Guidelines, but this has been clarified. Innovative economic development projects are welcome, but they must also incorporate arts and/or STEM, which is the primary purpose of the Community Grants Program.
• ACSGW
  o How many computers for $3500?
• Collaboration Council
  o Please explain the rate for CPDC Resident Manager position and the Project Director. Does $50/hour for each of these positions reflect the market rate?
• CREATE
  o Has CREATE Arts Center secured matching funds?
  o If possible, please provide objective measures of evaluation, beyond testimonials.
• DCAC
  o Does Ms. Sapp have a team to support her?
• Dance Exchange
  o p. 2. How will their proposed MFG serving 30-40 TP youth benefit 150 people? Please explain that math.
  o p. 11. Statement that "our enrollment numbers ...increased from FY16, and we expanded our offerings beyond...and targeted efforts to reach youth who come from low-income families." Please provide specifics about enrollment increase, and how many low-income youth were enrolled?
• Docs in Progress
  o Please provide more info on who is involved in actual production and % low income/TP residents expected.
  o Does Docs in Progress have any interest in collaborating with other
grantees? Like Historic Takoma/Takoma Radio?

- Montgomery Community Media
  - How will MCT conduct outreach to moderate as well as low-income residents of TP?

- Pyramid Atlantic
  - Are you open to intentionally partnering with other organizations, in order to reach a larger audience? Specifically with other applicants, like ACE Academy at Essex House; Dance Exchange; Docs in Progress; Historic Takoma/Takoma Radio?
  - Are there any ways you can incorporate greater community involvement in the production of the Pop-up space?

- Real Food for Kids Montgomery
  - If it is available, please provide data on success since the program’s inception. RFKM achieve change in schools. Do you have evidence that kids eating the new types of food?
  - Please provide more information on the “research” you plan to conduct on children, especially behavioral observations post consumption of certain foods. Will you involve an institution in this research, including the involvement of an Institutional Review Board?
  - How will you identify moderate as well as low-income participants?

- Rhizome
  - Please clarify who the “world class artists” are.
  - Please clarify the low-moderate income impact.
  - Please provide more specific information about partnerships with schools. Have you contacted the schools?

- Takoma Radio
  - Are you open to intentionally partnering with other applicant organizations, particularly Docs in Progress?

- Troop 33
  - Please provide more information on low income and TP resident component – specifically, outreach and benefit to them.
  - How many troop members are low-moderate income? What expenses are associated with joining and participating in Troop 33?

- Village of Takoma Park
  - Please provide a specific project budget, separate from your organizational budget.
  - Please be more specific about your partnerships with venues named in your application; have you spoken to individuals at these organizations, to make specific arrangements for your program?
  - Please provide more specific information on proposed program.
Would you consider using a chartered bus for some outings, in order to better serve your members? And incorporate this expense into your project budget?

6. Upcoming Meeting Agendas
   • The next meeting of the Committee is scheduled for Thursday, June 1st at 7:30 PM.

7. Adjourn
   • Meeting was adjourned at 9:00 PM.

Respectfully Submitted
Erin Kelley, Grants Coordinator